Flu Policy
August 2009 – May 2010
Revised August 2009

This newly adopted and temporary flu prevention policy is in effect in anticipation of an unusually severe flu season. The church asks your full cooperation.

Requirements

1. Employees who experience cold-like symptoms (runny nose, coughing, sneezing) should avoid contact with employees and others. If the employee is without a fever, s/he may come to work but exercise diligent caution by avoiding contact with others.

   OR

1. Employees who experience cold-like symptoms (runny nose, coughing, sneezing) shall stay away from the church for at least 24 hours from onset of symptoms. If the employee is without fever, s/he may return to work and exercise diligent caution by avoiding contact with others.

2. Employees who have a fever (above 98.6 degrees F) should NOT be on church grounds. Please do not return to the church until you have been without fever for 24 hours.

3. Staff will maintain hand sanitizer on the front desk along with sanitizing wipes. The phone should be wiped regularly, and all employees should use hand sanitizer regularly.

4. Custodial staff will provide hand sanitizer for every office.

5. The church will explore the possibility of providing hand sanitizing dispensers at all major entrances for use by the general public.

6. Custodial staff will wipe all doorknobs with sanitizing wipes on a regular basis, especially the outside doors and office doors.

7. All church staff will exercise extraordinary hygiene caution, including:
   ✓ Wash and sanitize hands frequently.
   ✓ When sneezing or coughing, use a tissue and dispose of it before washing hands.
   ✓ If a tissue is not available, cough or sneeze into the crook of your elbow.
   ✓ Avoid touching eyes, mouth, and nose.

Recommendations

1. Subject to the advice of your medical provider, the church HIGHLY recommends that employees obtain preventative immunizations for flu and H1N1 flu (if available) as soon as possible. Presently, the CDC recommends one regular flu shot and two H1N1 shots.
2. The first two absences due to compliance with requirement #1 or #2 will not be charged to the employee's sick leave bank. Subsequent absences will be reviewed on a case-by-case basis.

3. IF POSSIBLE, flu shots will be provided by the church at no cost to the employee. If shots are not available at the church, the church will pay up to $50 toward the cost of an employee's flu vaccines if the employee a) has all three shots (if available), and b) provides receipts.